

New CES Consultants User Accounts

Below are instructions for individuals requesting a new CES account that is accessed via CITRIX. (the State of Indiana's centralized application management server software) We are utilizing the INDOT Web Portal (IWP) to collect user information and verify their employment with the selected firm. Upon verification the potential CES user will log on to IWP and complete the request. If you already have an IWP account, proceed to the Process Selection section.

Projected New Account Time Frame

IWP: 0 – 12 Business hrs.

Citrix: 0 – 32 Business hrs. (network account w/Citrix access)

CES: 0 – 12 Business hrs.

If you need IWP/CITRIX/CES accounts (start pg. 1)

1. Submit IWP ID request
2. User receives IWP ID/Password
3. Firm approval of request via IWP
4. User submit CES/CITRIX request via IWP
5. IOT (Indiana Office of Technology) creates CITRIX account
6. INDOT creates CES account (after firm approval is received)
7. INDOT sends CES/CITRIX account information sent to user

If you have IWP and need a CITRIX/CES accounts (start pg. 4)

1. User submit CES/CITRIX request via IWP
2. Firm approval of request via IWP
3. IOT (Indiana Office of Technology) creates CITRIX account
4. INDOT creates CES account (after firm approval is received)
5. INDOT sends CES/CITRIX account information sent to user

If you have IWP, CITRIX and need a CES account (start pg. 4)

1. User submit CES request via IWP
2. Firm approval of request via IWP
3. INDOT creates CES account (after firm approval is received)
4. INDOT sends CES account information sent to user

INDOT Web Portal (IWP)

<https://netservices.indot.in.gov/iwp/login/login.aspx>

IWP/CITRIX/CES Accounts

Indiana Department Of Transportation

INDOT Internet | IWP User Manual | FRMS User Manuals | Help

For external users this portal serves the following business processes:
AARA Reporting, Design Submittal, Projects Commitments Database, Prequalification of Consultants, Letters of Interest for Design RFP's, Real Estate Document Management, Geotechnical Engineering Document Management, and Subcontractor Payment Tracking.

INDOT Web Portal Login

Currently Supported Browser: IE 6.0

Please enter your User ID:

User ID :

Do you need to apply for a user account? [Complete a user enrollment form](#)

Do you need to enroll a new organization? [Complete an organization enrollment form](#)

If you have any questions or comments regarding this web application, please contact the [INDOT HELP DESK](#)
Please mention INDOT/IWP in the subject line of the helpdesk ticket.

© Copyright 2007, Indiana Department of Transportation

Do you need to apply for a user account? >>> [Complete a user enrollment form](#)

Click user enrollment form link.

The screenshot shows the 'INDOT Web Portal Enrollment Form' with the 'General Information' section active. It includes instructions for users and a dropdown menu for 'Type of User' with options: Consultant, INDOT Employee, Local Agency Employee, State Employee, and Vendor. The 'Department of Transportation' is partially visible on the right.

Select Consultant or Vendor from the Type of User dropdown.

Select “No”, click the “Submit” button. All potential CES users must be employed by an INDOT prequalified firm. This screen is used for other processes and requires the collection of additional information which is not needed for CES accounts when “Yes” is selected.

This screen provides instructions for prequalification, stating that firms performing Engineering and Architectural services must be prequalified. It asks if the user is already prequalified or needs to become one, with radio buttons for 'Yes' and 'No'. A 'Submit' button is centered below. At the bottom, a link is provided for more information: 'If you require more information about prequalification please go here and scroll down to the 'Prequalification' section: [Prequal Information](#)'.

Select a firm from the “Available Organizations:” dropdown list. Click the “Select” button.

The screenshot shows the 'General Information' section of the enrollment form. The 'Type of User' is set to 'Vendor'. Under 'Available Organizations:', 'Test Company' is selected in the dropdown, and the 'View Details' button is disabled. The 'Selected Organizations:' box on the right also contains 'Test Company' with a 'Remove' button. Below, the 'Your organization of employment' dropdown is also set to 'Test Company'. The 'Zip, City, State' fields are filled with '46204', 'INDIANAPOLIS', and 'IN'. The 'Address' field contains '123 Test Street'. A 'Continue' button is at the bottom.

In the dropdown box titled “Your Organization of Employment” select the organization name from the drop down list. The list is limited to what you have in the Selected Organizations box. Address will show up automatically based on what is entered at the time the organization was enrolled. The “View Details” button has been disabled. Click “Continue”, when the information is complete.

The personal information page provides INDOT with information about you so that it can create a **Citrix** account, Please fill out the form as shown below. Required fields have a red star next to them. Information in these fields must be provided to continue. Click “Continue”, when the information is complete.

The screenshot shows the 'User Information' section of the 'INDOT Web Portal Enrollment Form'. It includes fields for First Name, Last Name, Title (a dropdown menu), Phone, Fax Number, Email Address, Email Confirm, Your Password, and Confirm your Password. Each required field is marked with a red asterisk. At the bottom, there are 'Back' and 'Continue' buttons, and a note about contacting the INDOT HELP DESK for questions.

After the user information is submitted, an approval email is sent to the firm’s owner/contact, as identified in IWP. **Unless the user is approved by this person, the request will not be processed further.** The user can continue the request for a CES/CITRIX account via IWP, but it will not be processed without firm approval.

The screenshot shows a 'Confirm Information' dialog box. It contains a message explaining that the user's login will not be fully activated until the organization owner approves access. It also advises checking spam filters. A 'Close' button is at the bottom.

Note: These emails may be blocked by spam filters at the user’s end or may be ending up in their junk emails. The user has to set up the spam filters to allow emails from INDOT and add INDOT to the safe list so the emails don’t go to the junk box.

New Organization

If your firm is not displayed in the “Available Organizations” dropdown box click the “Create a new organization” button. Please fill out the form as shown below. Required fields have a red star next to them. Information in these fields must be provided to continue. Click the “Submit” button. A confirmation screen should be displayed.

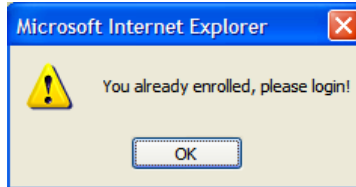
The screenshot shows the 'New Organization' form, divided into two sections: 'Organization Information' and 'Organization Owner Information'. The first section includes fields for Organization Name, Organization Type, Main Organization Address, ZipCode, Federal Tax Id, and DUNS Number. The second section includes fields for Organization Owner First Name, Last Name, Email, Phone Number, Title, and Fax Number. A 'Submit' button is at the bottom. A note at the very bottom refers to the INDOT HELP DESK for questions.

Confirm Information

Thank you for using the ERMS login page. Once your company is approved internally by INDOT your userid and password will be sent to you via your e-mail.

Close

OR



If your user information matches an existing account, the system will display a message box. If you believe there is an error regarding your account information, please submit a Helpdesk ticket using the IOT Helpdesk ticket using the IOT Helpdesk Assistant application downloaded from <http://www.in.gov/indot/div/bits/IOT.htm>, or call 317-234-HELP.

CES and/or CITRIX Accounts

Once you have received your notification, you can login to IWP and complete the CES account request process.

A screenshot of the Indiana Department of Transportation (INDOT) Internet Web Portal (IWP) login page. The header includes the INDOT logo and the text "Indiana Department Of Transportation". Below the header, there is a list of business processes served by the portal: AARA Reporting, Design Submittal, Projects Commitments Database, Prequalification of Consultants, Letters of Interest for Design RFP's, Real Estate Document Management, Geotechnical Engineering Document Management, and Subcontractor Payment Tracking. The main section is titled "INDOT Web Portal Login" and "Currently Supported Browser: IE 6.0". It contains a form for login with fields for "User ID" and a "LOGIN" button. Below the login form, there are links for "Complete a user enrollment form" and "Complete an organization enrollment form". At the bottom, there is a note about contacting the INDOT HELP DESK for questions or comments.

If this is your 1st time logging in, you must select 3 security question and answers. Then click the "Submit" button.

A screenshot of the "ERMS Enrollment Form Continues" page, specifically the "Advanced Security Questions" section. The title is "ERMS Enrollment Form Continues" and the subtitle is "Advanced Security Questions (Please choose at least 3 questions!)". There are ten questions listed, each with a checkbox and an "Answer:" field. The questions are: "What is your mother's maiden name?", "What was the name of your first school?", "What was the name of your childhood hero?", "What is your all-time favorite sports team?", "What is your pet's name?", "What make was your first car or bike?", "Where did you first meet your spouse?", "Who is your best Childhood friend?", "Who is your favorite teacher?", and "What is your grandfather's occupation?". At the bottom of the form is a "Submit" button.

The Task Menu displays process links. To submit a request for a CES account, click the “Select New Process” link.

ERMS Task Menu [Logout](#)

Click on of the choices below to continue:

Main Task Links:
You have not been approved for any processes yet. Please go to the Profile Administration group of links below. Select the one titled, "Select A New Process" and apply for the processes you want.
INDOT EMPLOYEES: Please make sure you are using the webapp.indot.in.gov version of IWP.
EXTERNAL USERS: Please make sure you are using the netservices.indot.in.gov version of IWP.

Miscellaneous Process Links:
Profile Administration Links:
[Click Here to Create Pin Number](#)
[Update Profile](#)
[Change Password](#)
[Select New Process](#)

CES Process Selection

All available processes are displayed. Click the “CES Consultant Access” checkbox, then click the “Submit” button.

Please select processes:

<input type="checkbox"/> ARRA Reporting Application (Primes only)	<input checked="" type="checkbox"/> CES Consultant Access	<input type="checkbox"/> Construction Change Document Flow	<input type="checkbox"/> Design Submittals - Open Client(Consultants & INDOT)
<input type="checkbox"/> FTP 3.1	<input type="checkbox"/> Geotechnical Engineering	<input type="checkbox"/> PSCS (Professional Services Contracting System) Prequalification (Consultants/Vendors only)	<input type="checkbox"/> PSCS (Professional Services Contracting System) RFP/LOI (Request For Proposal / Letter of Interest) (Consultants/Vendors only)
<input type="checkbox"/> Project Commitments	<input type="checkbox"/> Real Estate - Open Client	<input type="checkbox"/> SiteXchange	<input type="checkbox"/> SubContractor Payment Tracking(Prime Contractors Only)
<input type="checkbox"/> Utilities and Railroads			

Click the “Submit” button on the “Group Description” page.

Please select group description for each process:

Process Name	Process Code	Group Description
CES Consultant Access	143	CES Consultant ▼

CES Consultant should be the only selection.

Confirm Information

Thank you for using the ERMS login page. Your request for a new process(s) has been submitted. From here each request will be approved by the admin assigned to that respective process request. Once they approve the request the process will appear in your main task links. It will not be fully active however. After the admin approves the process an email is sent to ERMS staff to setup your database credentials to handle the new process. Once this task is completed we will send you an email informing you that the process is fully active and ready to go.

Close

The IWP handles additional processes and tasks. For CES accounts, IWP is collecting information to setup the network account needed for CITRIX and the CES application. You should only need to log on to IWP, if to change the personal information submitted on the "User Information" screen during the IWP enrollment process. Or, you have been directed to select another process managed by IWP.

The email address submitted to IWP will be used in a distribution list for CES system maintenance and information notices. Please keep your email address up-to-date.

Questions/Issues

If you have any issues or questions regarding the IWP enrollment process please submit a Helpdesk ticket using the IOT Helpdesk Assistant application downloaded from <http://www.in.gov/indot/div/bits/IOT.htm> or call 317-234-HELP. Please put "IWP Enrollment" in the "Short Description" box.